

# Charitable Union

## Application for Employment

We consider applications for all positions without regard to race, color, religion, height, weight, gender, national origin, age, disability, marital status, familial status, sexual orientation, gender expression, or veteran status.

Position(s) applied for: \_\_\_\_\_ Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name LAST FIRST M.I. Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Other name(s) employed under \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Mailing Address \_\_\_\_\_ STREET CITY STATE ZIP CODE

Email Address \_\_\_\_\_ Cell/Pager/Other Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, give dates \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give dates and positions \_\_\_\_\_

Are you currently employed?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

*Verification of employment authorization will be required of all applicants upon employment.*

Date available for work \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal

Are you currently on "layoff" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony or misdemeanor involving theft, dishonesty, violence, or drugs within the last seven (7) years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain \_\_\_\_\_

### Employment History

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. (*Disregard if stated on your resume*).

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE #
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IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE?			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER

If you need additional space, please continue on a separate sheet of paper

## Skills, Qualifications, and Professional Organizations

Describe any training, skills, licenses, certificates, professional organizations and/or military training that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

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List professional, trade, business or civic duties and offices held.

*You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

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Summarize special job-related skills and qualifications acquired from employment or other experience. \_\_\_\_\_

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State any additional information you feel may be helpful to us in considering your application. \_\_\_\_\_

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## Educational Background

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

## Business and Professional References (persons not related to you)

NAME	RELATIONSHIP	TELEPHONE	NUMBER OF YEARS KNOWN
		( )	
		( )	
		( )	

## Applicant Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision specifically a L.E.I.N. check (criminal history check), credit check, and drug screening.

This application for employment shall be considered active for a period not to exceed six (6) months.

I understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means that Employees may resign at any time and the Employer may discharge Employees at any time, with or without cause, for any or no reason, and without prior notice. It is further understood that this "at will" employment relationship may not be changed by any written document or agreement unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and policies of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date